



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Accounts Payable & Receivable Manager		8/22/25
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Unclassified	12 mos	
Normal Position Work Dates	FLSA	
7/1-6/30	Exempt	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
1.0		
Department/Division	Work Location	
Advancement	Monmouth Campus	
Reports to	Position Number	
Finance & Operations Director	E98111	
Incumbent	Reports to Position Number	
	E99580	

SUMMARY
Please provide brief summary of the position.
The Accounts Payable & Cash Receipts Specialist is central to the effectiveness of the fundraising efforts of Advancement and performs budget and accounting related to non-gift, accounts payable, database maintenance, general ledger activity, report generation and analysis, research and problem resolution, reconciliation processes and operational needs. The Accounts Payable & Cash Receipts Specialist position utilizes state regulations, university policy and resources, and proper accounting procedures in relation to fiscal and budget issues and ensuring proper management of the Advancement budget. This position requires a high level of accuracy, organization, efficiency, and discretionary judgement. The ability to work as a team, provide excellent customer service and protect sensitive and confidential constituent information is critical.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental

45%	<p>General – Applies general accepted accounting principles to financial functions that involve accounting, auditing, analysis, etc. Ensures that IRS regulations pertaining to Charitable Contributions Substantiation and Disclosure Requirements are met. Must ensure that transactions are recorded according to donor intent and Foundation policy. Must ensure transactions are in accordance with GAAP, correct procedure and statutory requirements. Ability to learn, retain and integrate rules, policies or practices guiding the performance of duties. Ability to work with and protect sensitive and confidential donor and constituent information, perform advanced financial tasks and works with internal and external individuals, such as auditors. Maintain and update documents and procedure manuals. Implements necessary system modifications to improve processes and procedures for multiple accounting and CRM systems; Blackbaud Raisers Edge, Financial Edge and Banner. Assists Finance & Operations Director with end-of-year accounting close and annual Foundation audit preparation.</p> <p>Financial Systems – Creates and maintains a variety of financial systems and processes; review and refine systems and controls to improve security, data flow, audit trail, and compliance with accounting standards; devise and update procedures to ensure proper system internal controls are maintained. Ensures compliance with PCI-DSS (Payment Card Industry Data Security Standards), protecting sensitive and confidential donor financial information.</p> <p>Ensure system integrity and accuracy between accounting and donor database (Raiser’s Edge and Financial Edge) for non-gift income received by donors by reconciliation and internal control systems, ensuring the accurate analyses and processing of financial data between the systems. Identify errors and prepare adjusting entries as needed. Critically protect sensitive and confidential donor and constituent information</p> <p>Accounts Payable – Maintains all foundation business services support related to accounts payable. Processes all foundation fund withdrawal requests from all campus constituents, including check requests, credit card purchase requests and internal foundation transfers; ensuring proper expenditure policy requirement authorizations, requirements and audit documentation controls are met. Additionally, this position is responsible for year-end 1099 reporting and reconciliation of the balance sheet accounts payable reporting for the annual audited financial statements.</p> <p>Manage foundation staff credit card charges, including monthly reconciliation of all receipts/charges and posting of all expenses. Provide credit card reconciliation training for new card holders. Maintain online credit card reporting systems in Financial Edge.</p> <p>Works closely with university Accounting & Business Services to ensure compliance with applicable regulations and accepted accounting practices and ensure timely processing of all accounting related matters. Process AP invoices, cash receipts and journal vouchers for Foundation and Advancement Division. Works closely with Finance & Operations Director to</p>	Essential
-----	--	-----------

	<p>monitor expenditure and budget control for Advancement Division and Foundation. Manage and reconcile university procurement card purchases for the division. Processing university Personal Services Contracts with Legal Office.</p> <p>Non-gift Receivable – Maintains all foundation business services support related to cash/cc receipts for non-gift fundraising and events. Create and maintain multiple non-gift payment acceptance online forms for university constituent and student groups, managing system notifications, processing and verification of funds received and campus notifications. This includes managing credit card payment readers and cash boxes for multiple in-person event use.</p>	
45%	Administration & Reporting – Prepares regular financial reporting, analyses, general ledger, budget and expenditure reports. Oversees all financial and donor filing systems. Reconcile and adjust as necessary to ensure accurate processing of accounting data and systems for financial integrity and accuracy.	Essential
5%	Other duties as assigned – Contribute to team efforts by accomplishing related tasks and special projects as requested.	Incidental

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	X	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	X	<input type="checkbox"/>	Related field from an accredited college or university or equivalent experience
Bachelor's degree	<input type="checkbox"/>	X	Degree in business, Accounting, Finance or equivalent
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes

Accounting; AP & AR	2	5	Superior attention to detail and accuracy and ability to prioritize work and perform multiple tasks simultaneously while adhering to deadlines and frequent interruptions
Customer Service	2	5	Excellent interpersonal, organizational, and communication skills

SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Some travel	X	<input type="checkbox"/>	For fundraising events, via personal vehicle (ODL Required)
Ability and willingness to work evenings and weekends as needed	X	<input type="checkbox"/>	For events
Knowledge of best practices in higher education related foundations, endowments, restricted and unrestricted giving	<input type="checkbox"/>	X	
Experience working with non-profit four-sided accounting and 501c3 IRS rules. Overall knowledge of GAAP rules and specifically Non-profit GAAP.	<input type="checkbox"/>	X	
Software experience with Customer Relationship Management (CRM) software, such as Raisers Edge/RE NXT and Financial Edge/FE NXT. Banner FIS Experience	<input type="checkbox"/>	X	
Knowledge of basic fundraising techniques, strategies and moves management	<input type="checkbox"/>	X	

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:

<input type="checkbox"/> None			
Driver's license	X	<input type="checkbox"/>	Some travel required for events
Eligibility or Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	X
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If Level 3 or above is selected, please list direct reports:		

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
Student Employee	Up to 2

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Unit/Department
Impact of Decision Made:	Policy Driven
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	Limited
Fiscal Responsibilities:	Transactions
Operating Budget (\$):	\$ 100,000 (monitor)
Grant Funding (\$):	\$ 25,000 (monitor)
Number of Grants:	Foundation awarded grants-up to 25
Foundation Funding (\$):	\$ 100,000 (monitor)
Number of Foundation Funds:	All - monitoring
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input checked="" type="checkbox"/> Crouching/ Stooping	<input checked="" type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input checked="" type="checkbox"/> Twisting/Bending
	<input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

☒ Normal office environment

☐ Animals/Wildlife

Typical Working Environment and Hazards* (check all that apply)	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input checked="" type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Choose an item.
Additional Physical Demands or Work Conditions:	Moving/transporting event supplies. Involves transport and set-up of events.
Frequency of Travel*	Occasionally for events
Work Schedule (if not typical or specified)	8am-5pm

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date

Cara Groshong	
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			